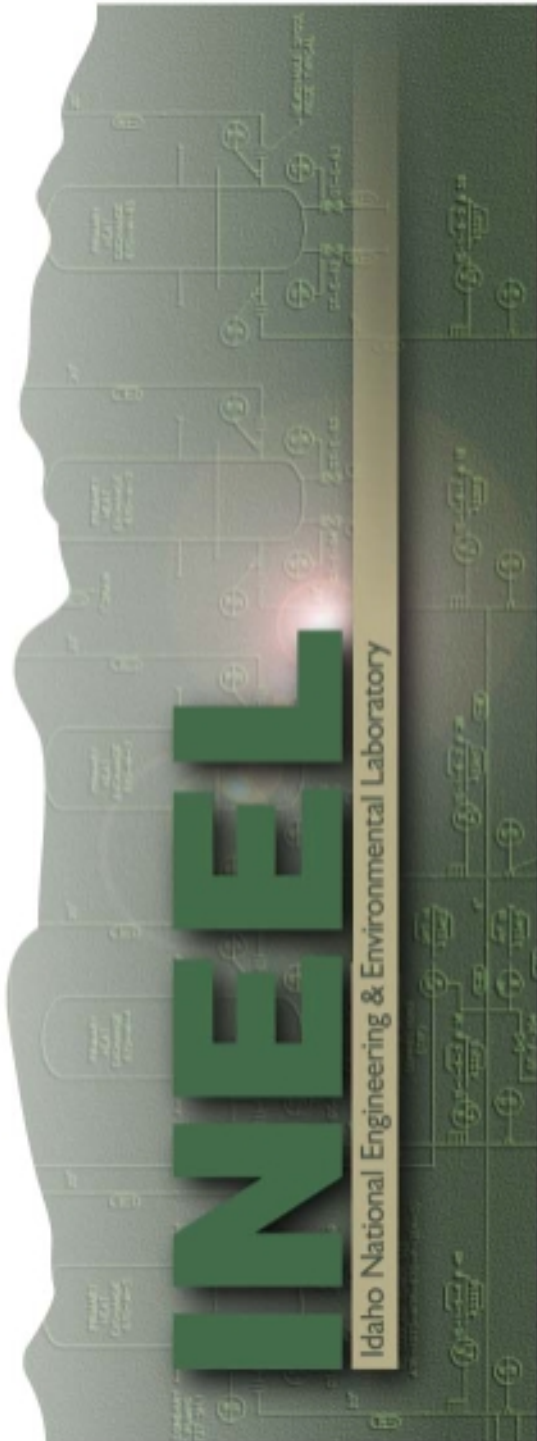# ABC's of ISM

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First . . . Some Questions

- *What is the scope of your job? How do you know?*
- *What are your roles and responsibilities? Where are those roles/responsibilities documented?*
- *What specific training requirements are necessary to accomplish your job? Documented?*
- *What hazards are associated with your work? How do you know?*
- *How do you control those hazards?*
- *Who is responsible for your safety?*
- *How do you perform work within the hazard controls required to perform your job safely?*

More Questions . . .

- *What do you do if you cannot perform your work within the established controls? Priorities?*

- *What process do you follow to report accidents?*

- *What processes do you use to improve your work environment and keep it safe?*

- *How do you prevent complacency towards safety?*

☆ *How will you assist your staff to be <u>sure</u> they can answer these questions?*

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Some Help for the Answers

- *PDD-1004 (Program Description Document for INEEL ISMS)*

- *PDD-1005 (Program Description Document for Site Operations)*

- *PDD-1012 (Program Description Document for Environmental …)*

- *PRD-25 (Activity Level Hazard Identification, Analysis, and Control)*

- *MCP-2447 (Requirements Management)*

- *MCP-135 (Creating, Modifying, and Canceling Procedures. . .)*

- *MCP-8 (Self-assessment Process for Continuous Improvement)*

- *MCP-598 (Deficiency Screening and Resolution)*

- *MCP-2723 (Reporting and Resolving Employee Safety Concerns…)*

- *MCP-553 (Stop Work Authority)*

- *MCP-49 (Accident Reporting and Follow-up)*

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More Help. . .Your Toolbox

- *ISMS Homepage*

- *VPP Homepage*

- *Environmental Awareness Homepage*

- *Electronic Document Management System Homepage*

- *Issue Communication and Resolution Environment (ICARE) Homepage*

- *Lessons-Learned Management System Homepage*
- *List A (Applicable Laws/Regulations)*
- *List B (Applicable DOE Directives)*

What about "Expert-" vs. "Standards-" Based Systems?

- **Expert**
  - "We've always done it this way."
  - "We don't need procedures."
  - "I just do the next step in the procedure."
  - "Jane is the only one who can do that job."
  - "I have a "____" degree, that's enough."
- **Standards**
  - Procedures in place and followed
  - Work is stopped if procedure is in error
  - Controls are used to ensure procedure is correct
  - Disciplined approach to work is necessary for sustained safe work
  - Worker/Performer involved in developing the standard
  - With proper training, anyone can follow procedure to safely perform the job

Conclusions

- *Do your homework … you'll understand the ABC's*
- *Work with your staff and your EST*
- *The process applies to <u>all</u> work*
- *Rigor and discipline are tailored to the hazard and the risk*
- *Standards-based systems improve compliance/consistency*
- *Expert-based systems need careful consideration/justification*
- *Compliance with requirements is <u>not</u> negotiable*

Summary

- *ISM is a system*
- *Worker involvement is the system "energy"*
- *System is:*
  - *Integrated*
  - *Flexible*
  - *Consistent*
  - *Tailored to the hazard and risk*
  - *Approved (complies with regulations)*
  - *Verified (works as designed)*
- *The process (system/workers) is the way we <u>safely perform our work</u>*

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